

SMART Board Training- Fall 2009

Design Phase

Purpose: The purpose of this training is to provide novice teachers with basic SMART Board operational skills.

Objectives:

- The participants will collaborate with the group in discussion of SMART Board vs. Chalk/White Board.
- The participants will write on the SMART Board.
- The participants use SMART Board Notebook 10 Software to create and save a Notebook document.

Required Materials:

- SMART Board
- Projector
- Computer lab 20+ computers containing:
 - SMART Board Notebook 10 software
 - Ideally SMART Sync Teacher Software.

Time: 3 hours

Introduction:

- At about 5 minutes to start time, start the timer on the cover slide by pressing the Play button.
- Have everyone log-in to a computer if they have not already done so.
- Next page/slide... Getting to know you: Have participants come to the SMART Board one at a time, pick up a pen, and write their name in a number of boxes (number depends on how many are in the training). Participants may feel free to change pens or even erase.
- Getting to know all about you: Have participants come back to the SMART Board and click on their name to reveal random facts under the tiles for them to share about themselves.
- Learning to love you- Split into groups of 3-5.
- Groups pick a short interactive lesson to teach that does not require SMART Board but could be enhanced with SMART Board later.
- Groups describe lesson to everyone.

Part I- What is SMART Board?:

- Advance page to "What is SMART Board?"
- Next page... SMART Board vs. Chalk/ White Board- Have participants each write one thing on the SMART Board.
- Continue to "What teachers are doing..." portion.
- Next... SMART Board vs. Chalk/White board repeat
- Continue presentation for "Hardware" portion.

- Point out hardware in the room, not just the pictures in the presentation.

Part II- How does it work?

- Continue presentation for the "How does it work?" portion.
- In the presentation we learned that SMART Board comes on when your computer comes on.
- It's recommended that you turn the projector on first because they can take a little bit to warm up. Turn the projector on by pressing the power button on the projector remote or the power button on the projector (if you can reach it). If your computer is already on that is okay!
- **IMPORTANT:** Make sure participants are aware that they should NOT unplug the projector (if necessary) until it has cooled down or they risk burning out the bulb.
- Next page... Orienting-
 - Press and hold the keyboard button and the right mouse button on the SMART Board simultaneously until the orientation screen appears
 - Begin the orientation process at the upper left corner of the Orientation screen. Press your finger or pen firmly on the center of each cross in order indicated by the white diamond-shaped graphic.
 - Explain that Orienting is like having to adjust old TV's or focusing a camera or tuning an instrument.
- Next page.

Part III- Hands On

- Next... Your Finger is Your Mouse.
 - A press is the same as a left-click with a mouse.
 - A double press is the same as a double click with a mouse.
- Writing and Erasing Notes
 - So far we've been writing in the Notebook software which we will talk more about later, but you can write anywhere!
 - Click on the Wiki link at the bottom of the page and right on the page.
 - The interactive whiteboard only recognizes the last tool removed from the pen tray. Pick up the black pen. Write. The writing should be black. Hold the black pen and pick up the red and write with either one. The writing should be red. Now pick up the eraser while still holding the pens use any of them and write/erase.
- Saving Notes
 - Open Wiki link.
 - When another program besides the Notebook Software is open and a pen is picked up the Digital Ink Layer will appear.
 - Pick up a pen. Point out Digital Ink Layer buttons in top right corner.
 - To save what you write on the board when the ink layer is in place, press the Capture writing button (the camera) in the top right hand corner of the border.
 - Forgot to save the Ink Layer? Undo buttons.

- Some programs are Ink Ware Applications (e.g., Microsoft Word), in these programs the Ink Layer will not appear but the buttons will be available in the application's own toolbar for capturing writing.
- At this point we're going to do this together. Participants follow the steps on their computers while the trainer works on the SMART Board.
- Open the work link. Have participants open word and use the pen tool from the floating toolbar to write. Write on the SMART Board and demonstrate how to insert the picture or text into the document.
- If you only want to capture a specific area of your screen... Have participants click the SMART Board icon at the bottom right of your screen, and choose **Other SMART Tools > Screen Capture Toolbar...** from the menu to launch the Screen Capture toolbar.
- To save a selected area of your notes, press the **Area Capture** button on the Screen Capture toolbar. Press the interactive whiteboard and, without releasing pressure, drag the selection box using your finger to outline the area you want to capture.
- The area you've selected will automatically open and saved to a new Notebook page.
- If you wish to keep the page. **Go to File > Save As...**

Part IV- Notebook Software

- Next page... Opening Software. Have participants click the SMART Board icon on the desktop or click SMART Board icon in bottom right corner and select Notebook.
- Each participant will create a Notebook document that must contain writing with the pen and the creative pen and inserting an object. In can be school, family, anything the participant wants.
- Next.. Toolbar- Introduce the different tool bars. Screen Capture, Floating, Notebook software toolbar, Full Screen Toolbar, and the Side Tabs. Point out each toolbar and open if necessary.
- Next... What is an object? Everything is an object!
- Next... Show that each thing under tile grid is an object including the tile grid.
- Buttons- From left to right go through each button on each tool bars explaining and demonstrating their function on objects in the tile grid.
- Next... Remove the shade. Have participants come to the SMART Board and move the icons next to their appropriate word meaning.
- Next... Magic Pen Tricks- demonstrating the disappearing, highlighting and zooming functions of the magic pen in Notebook. Click the Google Maps link and demonstrating there also.
- Gallery- Show participants how to access the gallery and how to search for an object in the gallery. Point out the different types of objects (Pictures and Interactive & Multimedia). Demonstrate inserting. Point out the Online Resources links.
- Attachments- Show participants how to access the attachments. Here is where you can store attachments for future use in your presentation or lesson. Demonstrate how to save a link and document.
- Page Recording- Show participants how to access the Properties Tab and Page Recording. Record for fun.

Part V- Theory to Practice

- Have participants split back into their groups to discuss how their lesson could be enhanced with SMART Board.
- Ask groups to share with everyone.
- If time permits and SMART sync software is available bring up each participants Notebook document they created.

Conclusion:

We've discussed function, how to do's, where to do's and why's. We've oriented, we've erased, we've written, we've saved. We've opened and deleted. We've even recorded magic! We've shared, learned and hopefully had a little bit of fun. We have used SMART Board.

Assessments Based On Objectives:

- Writing on the SMART Board.
- Manipulating an object.
- Saving notes from an ink layer.
- Creating and saving a Notebook document.

Resources

- Google Maps. (2009). Retrieved November 25, 2009, from <http://maps.google.com/maps>
- Haub, Jackie. (2009, Nov 25). Basic SMART- Basically Basic. *Wikispaces*. Retrieved December 9, 2009, from <http://basicsmart.wikispaces.com>
- SMART Technologies ULC. (2005, July 7). Retrieved November 25, 2009, from <http://smarttech.com/>
- Stansberry, Susan. (2009, Nov 25). Simply Curious. Retrieved November 25, 2009, from <http://simplycurious.net/>